



Clerks' Compendium

President's Message

Brigitta M. Kuiper, CMC, 2005-06 President

I am pleased to be writing my first *President's Message* for the Clerks' Compendium. The AMCA Board is committed to communication within the organization and sees the Compendium as another important tool to use for that purpose.

The AMCA Board has met several times over the past few months over a variety of topics. The entire board was able to attend the IIMC Region VIII Conference in Boise, Idaho last September. The board came away from that conference with several ideas that we believe will infuse enthusiasm in our conferences. During the Institute and Academy, AMCA had its first ever raffle for a fully paid registration to the IIMC Conference. Jim Keene (Carefree) was the winner and he will be attending his first IIMC Conference in Anaheim this May. Congratulations Jim!

The Board has also worked closely with the Communications Committee to assist that committee with revamping communications with the organization. You will note that the website has had a face lift, thanks to Webmaster Carolyn Jagger (Scottsdale). The Board appreciates her many years of dedicated work on the website but recognizes it is time to give Carolyn a break. Therefore, the Board has prepared a Request for Proposal (RFP) for website design and maintenance. The RFP is currently "out on the street", an announcement will be shared with the membership as soon as the process is finalized.

We continue to work to bring quality educational sessions to the organization. At the Institute/Academy in February, we concluded with a facilitated discussion on the book *Leadership Jazz* by Max DePree. IIMC President Susan Morrow introduced this book at last year's IIMC Conference in St. Paul, Minnesota. The IIMC News Digest has featured a column by Dr. Walter Wright in each issue that summarizes the message of Max DePree's book. Our own Ina Wintrich (Institute Director) bragged to the IIMC organization about the Arizona Clerks using this book as an Academy session. As a result, I have been asked as President of AMCA to convene the General Education Session on Leadership Jazz by Dr. Walter Wright. What an honor for AMCA to be recognized internationally in the organization.

The AMCA Committees have also been hard at work this year on behalf of the organization. Some of the highlights include:

The **Communications Committee** has assessed the website and surveyed members on what information is important and should be included on the website. Liaisons from the different committees are assisting the Communications Committee by providing committee information and happenings. In addition, the Clerks' Compendium is back as a quarterly newsletter. Features will include a President's Message, Information from IIMC, Committee Happenings and a Schedule of Upcoming Events.

The **Constitution Committee** has discussed, reviewed and is proposing several AMCA Constitutional amendments. The proposed amendments pertain to membership, dues, and election of officers and duties. Look for correspondence shortly from the Membership Chair, Jack Cooke (Sierra Vista), outlining the proposed amendments and the discussion/rationale behind each.

The **Education Committee**, in association with Ina Wintrich of ASU, worked hard to put on quality Institute/Academy sessions in February. Both the Institute and Academy were well attended. The committee is finishing up work on the educational sessions for the Annual Conference in June and is working with the AMCA Board on a workshop at the League Conference in Tucson in August.

The **Nomination Committee** solicited nominations from Clerks who are interested in running for election to the AMCA Board. The deadline for nomination interest forms was Friday, April 28th. Only one Clerk has submitted nomination paperwork – Sandra Olivas (Sahuarita). Please join me in congratulating Sandra and welcoming her to the Board. She will be sworn in at the Annual Business meeting in June.

These are only a few highlights of what's been happening in the AMCA organization. Please continue to look to the website and the list serve for future happenings, information, and sharing of ideas. Our organization is only as strong as we work to make it. The Board is committed to increasing communications and offering quality educational programs – making AMCA an organization that we are proud to be members of. Thank you for the opportunity to serve this organization for the past four years.

AMCA 11th Annual Conference To Be Held In Chandler

Marla Paddock, Chandler City Clerk

Chandler City Clerk Marla Paddock and her staff ask everyone to make plans to attend the 11th Annual AMCA Conference to be held at the Crowne Plaza San Marcos Golf Resort in Chandler on June 29th & 30th. The conference registration has been mailed and is also available on the AMCA website. The silent auction has been replaced with a fun, new raffle this year. Each Region will provide a themed basket and attendees will have the opportunity to purchase raffle tickets for the baskets. Remember all proceeds go to the AMCA Scholarship Fund.

Dr. Robert Denhardt "The Dance of Leadership" is our keynote speaker on Thursday. The Annual Business Meeting will be held during lunch on Thursday where several important changes to the AMCA constitution will be presented and our new AMCA Board Members will be installed. See your conference brochure for more details.



Upcoming Events Mark your calendars



June 29 & 30, 2006

11th Annual AMCA Conference
Crowne Plaza San Marcos Resort
Chandler, Arizona

July 20 & 21, 2006

2006 Elections Training
Pointe Hilton Tapatio Cliffs Resort
Phoenix, Arizona

August 7, 2006

Summer 2006 Newsletter Deadline
Submit articles to solivas@ci.sahuarita.az.us

August 22-25, 2006

2006 League of AZ Cities and Towns
Conference
Marriott Starr Pass Resort
Tucson, Arizona

August 28-30, 2006

IIMC Region VIII Conference
Golden Nugget Hotel & Casino
Las Vegas, Nevada

Litchfield Park has 60% Voter Turnout Rate

Mary Rose Evans, City Clerk

Litchfield Park held all-mail-ballot elections in the Spring of 2006, and we had a 60% voter turnout. The Vice Mayor was re-elected, and a new Mayor and one new Councilmember were elected in the Primary. The General Election will determine whether one other seated Councilmember remains in office.

AMCA Board

Brigitta M. Kuiper, President
City of Yuma

Jocelyn Bronson, Vice-President
Town of Marana

Lynn Mulhall, Treasurer
City of Goodyear

Sherry Aguilar, Secretary
City of Surprise



News from the City of Surprise Three Staff Members honored by IIMC

Sherry Aguilar, City Clerk

Three members of the Surprise City staff have been honored by the International Institute of Municipal Clerks' for their commitment to continuing education. Linda Stevens, Deputy Clerk of Administration received her CMC on January 31, 2006, along with Rosa Herrera, Deputy Clerk-Records Management who received her CMC designation on October 31, 2005. Also from the City of Surprise, and the Arizona Municipal Clerks' Association Secretary, Sherry Aguilar advanced to the first level of the Master Municipal Clerk program in April 2006.

The Surprise City Clerk's Office has recently contracted with Iron Mountain for a Citywide Records Retention Program that will include off-site storage as well as On-site secured shredding containers for use in all offices.

Committee Column

Education Committee—Mary Jo Kief, Chair

The Education Committee has been busy planning the AMCA Annual Conference to be held June 29 - 30 in Chandler. We hope to see many members at the Conference. We have very interesting education sessions scheduled.

The Education Committee is coordinating the drawing. Region directors will be contacting Clerks to put together Regional items. This is a new approach to the Silent Auction this year. We think it will be lots of fun.

The Education Committee is working with the AMCA Executive Board to plan an Education Session during the League's Annual Conference to be held at the Marriott Starr Pass in Tucson. The Education Session will be on Thursday, August 24th, time to be determined.

Legislative Committee—Sylvia Smith, Chair

I did reply to the League on SB1209 on February 28, 2006, on behalf of the Town of Payson Clerk's office and as Chair of the Legislative Committee. On March 29, 2006, a letter was sent to the House of Representatives Appropriations Committee in reference to not supporting the measure on SB 1067.

Mentoring Committee—Jami Lewis, Chair

A reminder to all Region Leaders that annual reports should be submitted for the AMCA 2006 Annual Report by Friday, May 19, 2006, to jlewis@chinoaz.net.

Scholarship Committee—Georgia Luster, Chair

Scholarships were awarded to six Academy participants and twenty Institute participants. Each applicant received a scholarship amount of \$176.36. The Scholarship Committee is currently working on amendments to present to the Board of Directors for consideration at the Annual Meeting.

Nominating Committee—Diane Russell, Chair

The Constitution of the Arizona Municipal Clerks' Association provides for the election of a Secretary to the Executive Board each year via mail balloting, thus, ensuring that all AMCA members may participate in the selection of a new Secretary. The Nominating Committee is tasked with the responsibility of soliciting Letters of Interest from the Membership to run for the Secretarial position. Typically, the membership is mailed 'Invitation to Run' letters the first week in March of each year with a response expected by the end of the month.

A letter was sent to the current membership on March 22, 2006 soliciting Letters of Interest with a response due by April 28, 2006, with a follow-up blanket e-mail to the membership soliciting Letters of Interest sent in April. A Letter of Interest, Resume and Council Letter of Support was received from Sandra Olivas, of the Town of Sahuarita. In May Brigitta Kuiper, President of AMCA, was notified that only one Letter of Interest was received, and the AMCA Board members deemed an election as unnecessary considering there was only one candidate and no provisions for write-in candidates are available in the by-laws. New Secretary, Sandra Olivas, will take office at the June 2006 AMCA Annual Conference in Chandler.

Have you Heard About the Changes to the AMCA Silent Auction?

If you have not heard about the exciting changes to the Silent Auction to be held during the AMCA Annual Conference in Chandler please contact your Region Leaders. Or contact Vanessa Bueras from the Town of Maricopa (520-568-9098), or Sandra Olivas from the Town of Sahuarita (520-648-1972) for more information.

REMEMBER— All proceeds benefit the AMCA Scholarship Fund.